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AUG 3 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Request for Change in OCD Table of Organization

REFERENCE: (Attached as Tabs)

- Tab 1 - Memoranda to the DD/A from the Executive/Collection and Dissemination, dated 22 June 1953 and 24 July 1953, respectively.
- Tab 2 - Concurrence by the Assistant Management Officer, DD/I Area, dated 24 July 1953.

1. Tab 1 sets forth the Office of Collection and Dissemination proposal for a revised T/O for the Industrial Register Division as follows:

- a. Abolish the Support Branch as presently established.
- b. In lieu of the position of Chief, Support Branch, GS-13, establish a Clerk Typist, GS-4 position in the
- c. Transfer the Classification Section, Support Branch, to the Soviet Branch.
- d. Transfer the Reference-Control Section, Support Branch, to the Office of the Chief, Industrial Register Division.
- e. In lieu of the Secretary (Typing), GS-5 position in the Office of the Chief, Support Branch, establish a similar position in the Reference-Control Section.

2. Tab 2 is concurrence from the Assistant Management Officer, DD/I Area, stating that abolishment of the Support Branch as a separate entity and transfer of the Sections as proposed

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should result in improved operations. As outlined in Tab 2, the function carried out by the Reference-Control Section, receiving CIA and IAC requestors seeking information available in the Industrial Register and directing them to appropriate substantive branches for service, can logically be located organizationally in the Office of the Chief, Industrial Register Division. Similarly the Classification Section's transfer to the Soviet Branch at this time is justified in terms of the priorities established for the classification and coding of USSR industrial information and the need for substantive guidance of the classification function by personnel of the existing Soviet Branch.

3. No changes in the Industrial Register Division or the OCD T/O or ceiling strength are involved in the proposal, nor are there any space, supply or budgetary considerations. The several classification changes involve the establishment of lower graded positions than the positions being abolished.

4. Based on the considerations outlined, it is recommended that the reorganization of the Industrial Register Division be approved as summarized in paragraph 1.



GEORGE E. MELOON
Personnel Director

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2 Attachments
As stated

Action by Approving Authority

Date 16 Aug 53
T/O & Ceiling Approved,
~~exceptions, if any~~

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Acting Deputy Director
(Administration)

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24 July 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for T/O Change

REFERENCE: Memorandum dated 22 June 1953, Same Subject

Paragraph 3b of reference memorandum requests that a new position, GS-12, be established in the [redacted] of Industrial Register. In view of future T/O adjustments anticipated in this division, OCD requests that, instead of the GS-12, the new position be established as a GS-4, Clerk-Typing, in the [redacted]
[redacted]

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Executive
Collection and Dissemination

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24 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)
THRU: Chief, Classification and Wage Division
SUBJECT: Support Branch, Industrial Register/OCD
REFERENCE: Memoranda to the DD/A from the Executive/CD, dated 22 June and 24 July respectively, Subject: Request for T/O Change.

1. Reference requests have been reviewed by the Management Staff and proposed transfer of Sections and personnel have been discussed with cognizant officials of OCD.

2. Elimination of the Support Branch as a separate entity and transfer of the Sections as proposed should result in improved operations. The Reference Control Section is the reception and control point for Industrial Register liaison with CIA and the intelligence community. Therefore, its logical location is the Office of the Chief, IR.

3. Inasmuch as the Classification Section is responsible for classifying and coding industrial information world-wide ultimately, a question was raised as to the advisability of assigning this Section to the Soviet Branch. The Chief, IR, advised that classification of USSR industries will require approximately five years of substantive guidance by the Soviet Branch. Therefore, it seems advisable to sacrifice organizational flexibility in the interest of direct supervision of the priority area of interest.

4. Transfer of the Secretary-Typing position to the Reference Control Section and establishment of a Clerk-Typing position in the [redacted] are justified.

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5. Approval is recommended.

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[redacted]
Assistant Management
Officer (DD/I Area)

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